

<b>BRA/EDIC EMPLOYMENT OPPORTUNITY</b>		<b>PLEASE POST!!</b>	
<b>TITLE:</b> AFFORDABLE HOUSING COMPLIANCE ASSISTANT	<b>JOB VACANCY POSTING NO.</b>	<b>19-05</b>	
<b>EMPLOYMENT STATUS:</b> EDIC Employee	<b>POSTING DATE:</b>	<b>8/23/05 Rev: 10/21/05</b>	
<b>DEPT/DIV:</b> COMPLIANCE/ECONOMIC DEVELOPMENT	<b>EXTERNAL DATE:</b>	<b>9/6/05</b>	
	<b>FILLED By:</b>		
	<b>DATE:</b>		
	<b>NAME:</b>		

**SUMMARY:** Under the direction of the Affordable Housing Portfolio Manager, Compliance/ECD, assist in the coordination of all aspects of the BRA Affordable Housing Compliance Team work efforts. Anticipate and follow through on matters that involve affordable housing.

Support Affordable Housing Portfolio Manager in all efforts that will support and enhance current records, systems, practices and procedures.

Assist staff with ensuring affordable housing compliance with Covenants for Affordable Housing through monitoring process. Responsible for timely update of "Out-of-Compliance" Database.

Implement penalties for the non-compliance of affordable units with Covenants for Affordable Housing.

Assist Affordable Housing Portfolio Manager and staff with the review and determination of income eligibility. Prepare closing materials at initial sale, resale, and rental of affordable units.

Review and monitor Affirmative Fair Housing Marketing Plans (AFHMP) for newly created affordable housing units.

Work with staff to ensure that the input of monitoring data into the Affordable Housing Compliance Database is up to date and accurate. Be familiar with all affordable ownership and rental units in the Database.

Update BRA Affordable Housing mailing list. Send notification of affordable opportunities to general public. Coordinate with Fair Housing Commission and Marketing Agent with regard to lotteries.

Update and monitor Affordable Housing website. Generally input all information to ensure all data is current on website.

Review and research Affordable Housing Agreements and LDAs (Land Disposition Agreements) to ascertain correct information has been conveyed to the appropriate parties. Ensure that all documents are in compliance.

Create and generate reports from the Database as needed.

Check daily for notices of foreclosure or default of affordable units; notify staff immediately if any are identified.

Compile and prepare reports and memoranda for review and presentation.

Collaborate with other City agencies on the monitoring of affordable housing units created by the City.

Prepare memos, correspondence, reports and other materials for distribution to staff, developers and other involved parties.

Participate in planning efforts, meetings, research and coordination efforts that support and enhance compliance with legal agreements.

Cultivate and maintain effective working relationships with staff, developers, community organizations and others as needed.

Maintain and update current knowledge of policies and procedures, pertinent executive orders and ordinances, and other applicable regulations or statutes necessary to fulfill job requirements

Safeguard and maintain the confidentiality and integrity of all information.

Perform other related duties as required.

**QUALIFICATIONS:** Work requires completion of a Degree in Business Administration, related field or equivalent plus one or more years related experience in Administration and Compliance Monitoring. Current knowledge of all applicable statutes, regulations and ordinances is required. Proficiency with Office software is required.

**GRADE: 15**

**HIRING RANGE: \$36, 231.31 - \$42, 756.14**

To apply: Submit resume to Human Resources, BRA, 43 Hawkins Street, Boston MA 02114.

E-Mail: [hr.bra@ci.Boston.MA.US](mailto:hr.bra@ci.Boston.MA.US) Fax: 617-918-5458

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**APPLICANTS MUST BE RESIDENTS OF BOSTON ON DATE OF HIRE.**